

SPECIAL EVENT REQUEST FORM

Any event occurring out of the ordinary course of parks or business functions, i.e., *weddings, dog shows, races, runs, walks, bicycle races, filming of movies, festivals*, primarily for the purpose of entertainment or fund raising and to attract participants and/or observers, requires a valid Special Event Permit. Advertising and/or ticket sales should not begin until application is approved. Please allow two weeks for application approval process. **Special events and 5K races in Murray Park will require a special event fee, and most special events will require the rental of one or more pavilions. Jordan River Parkway races will require a pavilion rental only.**

ALL SPECIAL EVENTS REQUIRE A \$500 DEPOSIT

Application Date _____

Contact Person _____

Organization _____

Address _____ City _____ Zip _____

Cell Phone _____ Other Phone _____ Email _____

Type of Event _____

Facility/Area Request _____

Date(s) Requested _____ Time(s) Requested _____ am/pm To _____ am/pm

Anticipated Number of Attendees _____

(If over 500, you must contact Salt Lake County Health Department for a Mass Gathering Permit)

Will sales tax be collected? Yes _____ No _____ If yes, you must obtain a temporary sales tax number from the State Tax Commission, or fill out a TC69B if using a current sales tax number.

Will you be serving and/or selling food or drinks? Yes _____ No _____ If yes, you must contact Salt Lake County Health Department for a temporary food license permit. *(Alcoholic beverages are not permitted in Murray Park)*

Will there be a fee or donation to attend event? Yes _____ No _____ If yes, what is the fee and what will the proceeds be used for: Fee \$ _____ Use _____

Please provide additional information about the event and include any services required from the Parks Department. Attach a map or additional pages if necessary. _____

The undersigned acknowledges that the information in this application is true and correct and agrees to adhere to all rules, regulations, and policies established by the Murray Parks and Recreation Department. Applicant also understands that an Event Permit does not authorize any violation of the provisions of Murray City Code or any other code or law, rule, regulation or ordinance. The undersigned agrees to waive and release all rights and claims that might be had against Murray City Corporation for any and all injuries or losses suffered because of participation in use or use of Murray City facilities or services

Signature: _____

☐ APPROVED ☐ DENIED ☐ FEE REQUIRED

SIGNATURE _____ Date _____
Murray City Parks Superintendent

FEE: _____ 100 + People \$250 _____ Under 100 People \$150

5K FEE: _____ 100 + People \$100 _____ Under 100 People \$50

PAVILION(S) REQUIRED _____

COMMENTS _____

Retain this receipt in case of conflict. Murray City Ordinance #412 prohibits the consumption of alcoholic beverage within the park. Per City ordinance, this permit does not grant permission to amplify sound/music and does not allow defacing of City property of any kind, including race course markings.

Murray Park Office: (801) 264-2614
Non-emergency Police: (801) 840-4000